

**Reciprocity Application Instructions  
for  
KANSAS ADULT CARE HOME ADMINISTRATOR LICENSE**

Enclosed (or available to download) are **K.S.A. 65-3501** through **65-3508**, **K.A.R. 28-38-18** through **28-38-30** which address the qualifications and requirements for reciprocal licensure. There are three options for gaining Kansas licensure based on reciprocity. Instructions for each option are outlined below:

**Option A**

Documentation that the criteria of the licensing State in which the applicant is currently licensed are substantially equivalent to the current Kansas examination, education, training and experience criteria.

**Option B**

Documentation that the applicant has been continuously licensed during the preceding five years during which time the applicant annually attained at least 2,080 hours of experience as an administrator of record of a licensed adult care home or a licensed long-term care unit of a hospital.

**Option C**

Minimum baccalaureate degree and completion of an approved 480 hour Administrator-in-Training Practicum.

**All reciprocal applicants should complete the steps below:**

- ☐ Complete and return **■Application for Reciprocal Adult Care Home Administrator Licensure■**.
- ☐ Attach a copy of your social security card or copy of a document bearing your name and social security number.
- ☐ Submit \$120 application fee and \$100 license fee in accordance with the enclosed fee schedule. Fees are non-refundable. Note: \$100 license fee is prorated for license periods less than 24 months.
- ☐ Request the licensing agency of the state from which you are requesting reciprocity and each state in which you have been licensed to complete the **■Reciprocity Licensure Questionnaire■** and return it to the Kansas Department of Health and Environment
- ☐ Submit one **■Adult Care Home Administrator Reference Letter■** from a licensed adult care home administrator, in state or out of state, and one from another person not related to the candidate as defined under **■nepotism■** in K.A.R. 28-38-29(h).
- ☐ Complete the open book State test over the Kansas Nursing Facility Regulations and the Kansas Assisted Living/Residential Health Care Facility Regulations. The test may be requested once the application and fee have been submitted to Health Occupations Credentialing and once the candidate has obtained copies of the regulations. The regulations can be obtained by sending a request and \$10.00 check payable to KDOA to:

Regulations Request  
Kansas Department on Aging  
New England Building  
503 S Kansas Ave  
Topeka KS 66603-3404

**For Option A the following additional steps are required:**

- ☐ Provide documentation to the board that the criteria of the license-issuing jurisdiction are substantially equivalent to the current Kansas examination, education, training and experience criteria, as specified in K.A.R. 28-38-18 and K.A.R. 28-38-19.

**For Option B the following additional steps are required:**

- ☐ Provide documentation to the board that the applicant has been continuously licensed during the preceding five years. During that time, the applicant annually attained at least 2,080 hours of experience as an administrator of record of a licensed adult care home or a licensed long-term care unit of a hospital.

**For Option C the following additional steps are required:**

- ☐ Request the accredited college or university to submit your college transcript verifying minimum baccalaureate degree or higher.
- ☐ Submit verification of completion of a long term care administration practicum of not less than 480 clock hours approved by an accredited college or university as described in K.A.R. 28-38-19(a)(2).